

# Television Production Specialist



**Job Code:** 6222  
**Grade:** 128  
**Reports to:** Television Productions Manager  
**Salary Range:** \$48,970 - \$75,046  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs technical, creative, and administrative work of more than ordinary difficulty and responsibility in planning, creating, directing, producing, and programming of television programs, including the operation of television equipment and production of cablecasts on the City's government access channel; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for exercising considerable initiative and creativity in producing professional television programming within the guidelines and policies of the City. Work is performed under the general supervision of the Public Information Director.

## **ESSENTIAL FUNCTIONS**

Planning, coordinating, writing, directing, shooting, editing, producing and broadcasting cable television programs; preparing and maintaining systems records and files.

## **EXAMPLES OF WORK**

- Plans programs, writes scripts, and prepares sets.
- Sets up lighting, operates camera, sets up audio lines.
- Serves as cable channel reporter.
- Conducts post-production and editing of program for telecast.
- Plans and coordinates live broadcasts and special events.
- Creates programming that is balanced, complete, and interesting.
- Meets with City staff to assure coverage of pertinent events and activities.
- Selects programs for telecasts and readies selected programs for replay.
- Operates and maintains playback systems, prepares bulletin boards.
- Calibrates equipment and systems.
- Provides audio-visual support to staff for internal and external purposes.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of all aspects of video program direction; knowledge of scripting, programming, editing, direction, and management; ability to develop creative and effective audio-video programs and services; skill in the preparation, maintenance, and operation of cable production equipment; ability to follow detailed written and oral instructions; ability to plan the work of others; ability to establish and maintain effective working relationships with others.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree in Mass Communication, Television Broadcasting, Film, Journalism, Advertising, Public Relations, or related field; and one (1) year of experience in television and/or video/film production; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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